

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -  
Assistant to Budget Director

SALARY GROUP: A15

DEPARTMENT: Budget

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Sherry Koenig DATE: 07/25/2014

POSITION #: 031248

**I. JOB SUMMARY**

Performs advanced administrative support and technical program assistance work. Work involves coordinating the dissemination of information; developing filing systems; and coordinating administrative support work. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Participates in the planning and execution of an agency program; coordinates work between organizational units of the agency; develops administrative and technical policies and procedures; and assists in analyzing and seeking solutions to problems.
  - B. Prepares, interprets, and disseminates information concerning programs and procedures; coordinates the preparation, editing, and distribution of correspondence, reports, studies, forms, and documents; responds to inquiries regarding rules, regulations, policies, and procedures; and performs word processing.
  - C. Develops and maintains filing, record keeping, and records management systems to include automated information systems; compiles and edits data for charts, graphs, and databases, makes calculations, and prepares administrative and statistical reports; and assists in the preparation of presentations.
  - D. Researches, composes, designs, and edits agency publications to include brochures, forms, manuals, and reports; attends meetings, takes notes, prepares minutes, and distributes related information; and provides liaison to staff, committee members, other divisions, agencies, and organizations.
  - E. Schedules and coordinates appointments, interviews, and conferences; and makes travel arrangements and prepares related documents.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience to include computer operations.
3. Accounting or numerical detail work experience preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**B. Knowledge and Skills**

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to make arithmetic calculations.
5. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to review technical data and prepare technical reports.

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10. Skill in problem-solving techniques.
11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to type 45 words per minute (with no more than 10 errors) preferred.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.